

CIA INTERNAL USE ONLY

STATINTL

NOTICE
NO. [REDACTED]

PERSONNEL
1954

HOURS OF WORK

DISMISSAL OF PERSONNEL DUE TO EXCESSIVE HEAT

Rescission: CIA Regulation No. [REDACTED]

1. GENERAL

This Notice outlines policies for the guidance of Agency officials responsible for the dismissal of personnel due to excessive heat. The policies set forth herein are in accordance with the uniform Government policy concerning continuing work in hot weather.

2. SICK AND ANNUAL LEAVE

- a. Supervisors will make every effort to safeguard individuals whose health may be endangered by extreme heat; they should be observant of such individuals and take special precautions with them on days of extreme heat. Individuals who might be affected by the heat should be advised to consult the Agency medical or nursing services.
- b. Supervisors will grant sick leave to individuals who suffer from the heat and whose health may be endangered by extreme heat upon the recommendations of medical or nursing services of the Agency.
- c. Supervisors may grant sick leave during extreme hot weather to those workers who suffer from a variety of temporary or chronic health difficulties or to normal and healthy workers who may develop a critical condition due to heat because of the nature of their work.
- d. Supervisors will be liberal in the granting of annual leave to employees who are suffering from the heat, but who are not granted sick leave because of danger to their health, provided such individuals can be spared.

3. GROUP DISMISSALS

- a. Operating Officials* are authorized to dismiss groups of personnel situated within any office in which a temperature of 95 degrees and

*Operating Officials include the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and Assistant Director for Personnel.

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55 percent humidity or higher, or equivalent, has been reached. Equivalent combinations of temperature and humidity are:

Temperature		Humidity
96° F	-----	52%
97° F	-----	49%
98° F	-----	45%
99° F	-----	42%
100° F	-----	38%

- b. Operating Officials are responsible for ascertaining, prior to dismissal of groups of personnel, that a minimal combination of temperature and humidity has been reached.

- c. Groups of employees dismissed in accordance with the policy in paragraph a above will not be charged with annual or sick leave.

4. REPORTS OF GROUP DISMISSALS

- a. Operating Officials will report each case of group dismissals for hot weather to the Chief of Logistics in writing with a statement of the facts.
- b. The Chief of Logistics will consolidate the information in the above reports and forward a written report to the Public Buildings Service. This report will provide a means for studying specific areas and for corrective action by the Agency, by the Public Buildings Service, or both.

5. IMPROVEMENT OF WORKING CONDITIONS

The Director of Security will provide to the extent commensurate with security considerations for the area, morning opening of windows by building guards.

6. MEDICAL ADVICE AND ASSISTANCE

The Chief, Medical Staff will:

- a. Provide medical advice and assistance to officials in the administration of policies stated herein.
- b. Direct and supervise an appropriate health education program to improve the fitness of individuals in the Agency to withstand the heat.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/ Lawrence R. Houston
Acting Deputy Director
(Administration)